

A regular meeting of the Municipal Civil Service Commission convened on Monday, November 26, 2001, with Priscilla Tyson and Douglas Morgan present.

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RE: *Review and approval of the October 29, 2001, Regular Commission Meeting minutes.*

This item was deferred to later in today's meeting.

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RE: *Review of the results of the pre-hearing conferences.*

There were no pre-hearing conferences held this month.

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RE: *Rule Revisions.*

There were no rule revisions submitted this month.

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RE: *Review and approval of the 2002 Civil Service Commission Meeting Dates and Full Commission Hearing Schedule.*

The following 2002 Civil Service Commission meeting and hearing dates were approved.

January 28	July 29
February 25	August 26
March 25	September 30
April 29	October 28
May 20	November 25
June 24	December 16

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RE: *Review and approval of the 2002 Civil Service Commission Trial Board Schedule.*

The following 2002 Civil Service Commission trial board dates were approved:

January 14	July 15
February 11	August 12
March 11	September 16
April 15	October 7
May 6 ^h	November 11
June 10	December 2

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Re: *Request of the Civil Service Commission staff to approve the request of Damian A. Giammarco to reinstate his name to the Police Officer eligible list.*

PRESENT: Brenda Sobieck, Personnel Administrative Officer

Mr. Giammarco received a probationary termination effective September 7, 2001, due to an ankle injury rendering him unable to fully participate in the required physical training at the Police Training Academy. The Department indicated they were willing to rehire him. Mr. Giammarco submitted a letter requesting reinstatement by the 30-day deadline from his termination date and meets the requirements of Rule VIII(C). Since the Department of Public Safety and the Division of Police support this request for reinstatement, it was recommended that Damian A. Giammarco's request be granted.

A motion to approve the request was made, seconded, and passed unanimously.

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Re: *Request of the Civil Service Commission staff to approve the request of Sean M. Tussing to reinstate his name to the Police Officer eligible list.*

PRESENT: Brenda Sobieck, Personnel Administrative Officer

Mr. Tussing received a probationary termination effective September 19, 2001, due to an injury that occurred during physical training at the Police Training Academy that caused him to miss a substantial portion of the physical training. The Department of Public Safety and the Division of Police have indicated they are willing to rehire Mr. Tussing. Before receiving another appointment, he would be required to complete a medical update examination or a full medical examination if he is not appointed before April 2002. Mr. Tussing submitted a letter requesting reinstatement by the 30-day deadline from his termination date and meets the requirements of Rule VIII(C). Since the Department of Public Safety and the Division of Police support this request for reinstatement, it was recommended that Sean M. Tussing's request be granted.

A motion to approve the request was made, seconded, and passed unanimously.

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Re: *Review of the findings and recommendation of the Trial Board for a hearing held on August 13, 2001- Geneva F. Everett - Appeal Number 01-BA-0008.*

This item was deferred to later in today's meeting.

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Re: *Request of the Columbus Public Schools for acknowledgement by the Civil Service Commission of Columbus Public Schools Superintendent Gene T. Harris' letter dated November 16, 2001, that effective November 7, 2001, Ms. Yvonne P. Jones assumes the role of appointing authority for the classified employees of the district.*

The Commissioners acknowledged that Ms. Yvonne P. Jones has assumed the role of appointing authority for the classified employees of the Columbus Public School District.

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Re: *Request of appellant Earl C. Collins, Custodian II with the Columbus Public Schools, to withdraw the appeal he filed with the Civil Service Commission on October 3, 2000 – Appeal Number 00-BA-0025.*

A motion to approve the request was made, seconded, and passed unanimously.

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Re: *Columbus Public Schools classification actions – no classification actions were submitted this month.*

No classification actions were submitted from Columbus Public Schools this month.

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Re: *Request of the Civil Service Commission staff to approve the specification review for the classification Engineering Associate III with no revisions (Class Code 1104.)*

Request of the Civil Service Commission staff to approve the specification review for the classification Facilities Management Division Administrator with no revisions (Class Code 0295).

Request of the Civil Service Commission staff to approve the specification review for the classification Word Processing Equipment Operator with no revisions (Class Code 0569).

Request of the Civil Service Commission staff to approve the specification review for the classification Receptionist-Secretary with no revisions (Class Code 0467).

Request of the Civil Service Commission staff to approve the specification review for the classification Parks Planning and Design Manager with no revisions (Class Code 1203).

Request of the Civil Service Commission staff to approve the specification review for the classification Parks Development Associate with no revisions (Class Code 1206).

Request of the Civil Service Commission staff to approve the specification review for the classification Summer Worker with no revisions (Class Code 3680).

Request of the Civil Service Commission staff to approve the specification review for the classification Public Health Assistant Commissioner (Medical Services) with no revisions (Class Code 0256).

Request of the Civil Service Commission staff to approve the specification review for the classification Public Health Assistant Commissioner (Administrative Services) with no revisions (Class Code 0257).

Request of the Civil Service Commission staff to approve the specification review for the classification Public Health Assistant Commissioner (Environmental Health) with no revisions (Class Code 0258).

Request of the Civil Service Commission staff to approve the specification review for the classification Crime Analyst I with no revisions (Class Code 3026).

Request of the Civil Service Commission staff to approve the specification review for the classification Crime Analyst II with no revisions (Class Code 3027).

PRESENT: Tamira Rollins, Personnel Administrative Officer

Tamira Rollins presented this request to approve the specification review of twelve classifications with no revisions. In each case the request was in response to the Commission's objective to review all classifications at least every five years and the appropriate department or division agreed that no revisions were required at this time.

A motion to approve the request was made, seconded, and passed unanimously.

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Re: *Request of the Civil Service Commission staff to revise the specification for the classification Equal Business Opportunity Specialist (Class Code 0805).*

PRESENT: Tamira Rollins, Personnel Administrative Officer

Tamira Rollins presented the Commission's request to revise the specification for the classification Equal Business Opportunity Specialist in order to add a Guidelines For Class Use that stipulates that this class be used only in the Equal Business Opportunity Commission, Mayor's Office. It was also proposed that the Equal Business Opportunity Specialist be re-assigned to the General administrative group, Administrative job family.

A motion to approve the request was made, seconded, and passed unanimously.

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Re: *Request of the Civil Service Commission staff to abolish the specification for the classification Registrar of Vital Statistics and amend Rule XI accordingly (Class Code 0816).*

PRESENT: Tamira Rollins, Personnel Administrative Officer

Tamira Rollins presented the Commission's request to abolish the specification for the classification Registrar of Vital Statistics. There are currently no positions allocated to this classification, which was last revised in June of 1994. The duties and responsibilities previously assigned to this position are currently classified using the Records Manager classification. The Health Department has acknowledged no intention of using this classification specification in the future; therefore, it was requested that the Registrar of Vital Statistics be abolished.

A motion to approve the request was made, seconded, and passed unanimously.

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Re: *Request of the Civil Service Commission staff to revise the specification for the classification Traffic Sign Shop Supervisor, change the probationary period to 365 days and amend Rule XI accordingly (Class Code 4010).*

This item was deferred.

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Re: *Request of the Civil Service Commission staff to revise the specification for the classification Sign Painter-Fabricator, change the probationary period to 270 days and amend Rule XI accordingly (Class Code 4013).*

This item was deferred.

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Re: *Request of the Civil Service Commission staff to revise the specification for the classification Traffic Maintenance Worker, change the probationary period to 270 days and amend Rule XI accordingly (Class Code 4015).*

This item was deferred.

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Re: *Request of the Civil Service Commission staff to revise the specification for the classification Traffic Paint and Sign Worker (Class Code 4016).*

This item was deferred.

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Re: *Request of the Civil Service Commission staff to revise the specification for the classification Traffic Maintenance Supervisor I (Class Code 4018).*

This item was deferred.

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Re: *Request of the Civil Service Commission staff to revise the specification for the classification Traffic Maintenance Supervisor II, change the probationary period to 365 days and amend Rule XI accordingly (Class Code 4019).*

PRESENT: Tamira Rollins, Personnel Administrative Officer

Tamira Rollins presented the Commission's request to revise the specification for the classification Traffic Maintenance Supervisor II as part of the Commission's objective to review all classifications every five years. This classification was last reviewed in 1996. There are currently two incumbents serving in this classification in the Traffic Engineering Division, Department of Public Service.

Individuals serving as Traffic Maintenance Supervisor II supervise multiple crews and do not regularly participate in the work of sign installation or fabrication. The definition was revised to reflect this classification is a full supervisor with responsibility for multiple crews. Parking meter was removed from the definition, as this function no longer falls under the responsibility of Traffic Maintenance section of the Traffic Engineering Division. The examples of work section was revised to remove references to parking meters. The guidelines for class use section was revised to illustrate the differences between the Supervisor I and Supervisor II classifications. Reference to a Parking Meter Supervisor I was removed since this class no longer exists. References to parking meter and parking meter maintenance were removed from the minimum qualifications and knowledge, skills and abilities sections of the specification. It was recommended that the examination type remain competitive. It was recommended, however, that the probationary period be extended from 270 to 365 days to provide opportunity for management to assess and incumbents to perform all supervisory responsibilities, some of which may only occur once a year.

A motion to approve the request was made, seconded, and passed unanimously.

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Re: *Request of the Civil Service Commission to revise the specification for the classification Human Resources Manager, retitle it to read Human Resources Program Manager and amend Rule XI accordingly (Class Code 0894).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request, which is consistent with recommendations from the Public Strategies Group (PSG). There are currently seven incumbents serving in this classification throughout the City. PSG's recommendations emphasized the importance of having the human resources function centralized with a single position accountable for the management of the human resources function for the entire department; in most cases this position will be the Department Human Resources Officer.

It was recommended that the definition be revised to allow positions to be responsible for administering a component of the human resources functions. The examples of work section was modified slightly to remove references to director or division administrator and replace with the term management. The Guidelines for Class use section was revised to require that this position must supervise a professional human resources staff and could not be used in the Human Resources or the Civil Service Commission. The minimum qualifications were revised to possession of a bachelor's degree and three years of professional human resources experience and to allow a master's degree in a related field to substitute for one year of the required experience. No revisions to the knowledge, skills and abilities, probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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Re: *Request of the Civil Service Commission staff to revise the specification for the classification Human Resources Generalist (Class Code 0855).*

PRESENT: Tamira Rollins, Personnel Administrative Officer

Tamira Rollins presented the Commission's request to revise the specification for the classification Human Resources Generalist. There are currently eighteen incumbents serving in this classification throughout the City.

The definition statement was rewritten to more closely resemble the work typically performed by Human Resources Generalists within the City and also to be more consistent with the manner in which this title is used outside the City. The examples of work section was revised with the same purpose, to more accurately reflect the type of job duties that may be performed by incumbents of this classification. The minimum qualifications were revised to require professional human resources experience as a minimum requirement. The length of experience was recommended to remain the same and is consistent with other professional level class series. The knowledge, skills and abilities section was reviewed and specific statements were deleted that are no longer relevant to successful job performance. There are no proposed revisions to the probationary period or examination type.

A motion to approve the request was made, seconded, and passed unanimously.

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Re: *Request of the Civil Service Commission staff to revise the specification for the classification Golf Professional (Class Code 3189).*

PRESENT: Donald White, Personnel Analyst Supervisor

Don White, Personnel Analyst Supervisor, presented the Commission's request to revise the specification for the classification Golf Professional in conjunction with the review of the Golf Assistant Professional classification. This specification was last reviewed in May of 1998. There are currently two incumbent Golf Professionals in the Recreation and Parks Department.

No revisions to the definition, minimum qualifications, knowledge, skills and abilities, probationary period or examination type were recommended. Only minor revisions to the examples of work were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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Re: *Request of the Civil Service Commission staff to revise the specification for the classification Golf Program Manager (Class Code 3191).*

PRESENT: Donald White, Personnel Analyst Supervisor

Don White presented the Commission's request to revise the specification for the classification Golf Program Manager. This specification was last reviewed in May of 1998.

No revisions to the definition, minimum qualifications, knowledge, skills and abilities, probationary period or examination type were recommended and only minor revisions to the examples of work were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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Re: *Request of the Civil Service Commission staff to revise the specification for the classification Wastewater Plant Operator (Class Code 3873).*

This item was deferred.

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Re: *Request of the Civil Service Commission staff to revise the specification for the classification Water Plant Operator I, extend the probationary period from 270 to 365 days and amend Rule XI accordingly (Class Code 3881).*

This item was deferred.

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Re: *Request of the Civil Service Commission staff to revise the specification for the classification Water Plant Operator II, extend the probationary period from 270 to 365 days and amend Rule XI accordingly (Class Code 3882).*

PRESENT: William C. Terry, Personnel Analyst II

William C. Terry presented this request as part of the Commission's objective to review classifications every five years. This classification was last reviewed in December 1993.

The words, "supervising others" were deleted from the definition and replaced with "leading". It was recommended that "completes performance appraisals and recommends disciplinary actions" be deleted from the examples of work and that "may work around or with hazardous chemicals" be added. The "ability to work in confined spaces and other areas requiring the utilization of personal protective equipment" was added to the knowledge, skills and abilities. It was recommended that the probationary period be extended from 270 to 365 days in accordance with Commission policy that the probationary period for noncompetitive classifications is set at 365 days. No change to the noncompetitive examination type was requested.

A motion to approve the request was made, seconded, and passed unanimously.

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Re: *Request of the Civil Service Commission staff to revise the specification for the classification Employee Assistance Counselor (Class Code 1765).*

PRESENT: Jeanne Landoll, Personnel Analyst I

Jeanne Landoll presented the Commission's request to revise the specification for the classification Employee Assistance Counselor as part of the ongoing effort to update all classifications at least every five years. This specification was last reviewed in 1994. There are currently three incumbents in this classification.

Revisions to the definition were recommended to more accurately define the work performed by Employee Assistance Counselors. No revisions to the examples of work or minimum qualifications were recommended. Changes to the knowledge, skills and abilities were requested to more accurately define

the skills needed to perform the tasks. No changes to the probationary period, examination type or EEO Job Category were requested.

A motion to approve the request was made, seconded, and passed unanimously.

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Re: *Request of the Civil Service Commission staff to revise the specification for the classification Employee Assistance Program Manager (Class Code 1764).*

PRESENT: Jeanne Landoll, Personnel Analyst I

Jeanne Landoll presented the Commission's request to revise the specification for the classification Employee Assistance Program Manager as part of the ongoing effort to update all classifications at least every five years. This specification was last reviewed in 1994. There is currently one incumbent in this classification.

No revisions to the definition, minimum qualifications, probationary period, examination type or EEO Job Category were recommended. Changes were requested to the examples of work section of the specification to better clarify the duties performed by incumbents and changes to the knowledge, skills and abilities were requested to more accurately define the skills needed to perform the tasks.

A motion to approve the request was made, seconded, and passed unanimously.

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Re: *Request of the Civil service Commission staff to merge the specification for the classification Building Manager (Class Code 0785) into the specification for the classification Building Maintenance Manager (Class Code 3497), amend Rule XI accordingly and allow all affected position incumbents to retain their current appointment type and classification seniority (Class Code 3497).*

PRESENT: Jeanne Landoll, Personnel Analyst I

Jeanne Landoll presented the request to merge the classification Building Manager (Class Code 0785) into Building Maintenance Manager (Class Code 3497), as part of the Commission's effort to update all classifications every five years. These two classifications were last reviewed in 1996. There are two Building Manager classification incumbents and four incumbents in the Building Maintenance Manager classifications. This merge was requested due to the overwhelming similarities of the classifications with incumbents performing essential the same duties. It was therefore believed there is no need to maintain a separation in two classifications that are functioning in the same capacity.

The definition was revised to capture the essence of each classification. The examples of work were recommended for revision to better clarify the duties performed by incumbents in both classifications. Revisions to the minimum qualifications reflected the level of experience necessary to coordinate the many, varied activities of building maintenance. Revisions to the knowledge, skills and abilities were recommended to better encompass the skills needed by the two classifications being merged.

It was recommended that the EEO Job Category be changed from Professional to Service-Maintenance to more accurately reflect the knowledge and skill required to successfully perform work in this classification. No revisions to the probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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Re: *Request of the Civil Service Commission staff to revise the specification for the classification Dental Hygienist, change the probationary period to 365 days and amend Rule XI accordingly (Class Code 1584).*

PRESENT: Jeanne Landoll, Personnel Analyst I

Jeanne Landoll presented this request as part of the Commission's objective to review classification every five years. This classification was last reviewed in 1994. There are currently four incumbents assigned to the Department of Health.

No revisions to the definition were recommended. The examples of work section of the specification were recommended for revisions to better clarify the duties performed by incumbents. No revisions were recommended for the minimum qualifications or the knowledge, skills and abilities sections of the specification. It was recommended that the probationary period be increased from 270 to 365 days in keeping with the Commission's policy to require a probationary period of 365 days for all noncompetitive classifications. No revision to the noncompetitive examination type was recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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Re: *Request of the Civil Service Commission staff to revise the specification for the classification Micrographics Machine Operator (Class Code 0614).*

PRESENT: Jeanne Landoll, Personnel Analyst I

Jeanne Landoll presented the Commission's request to revise the specification for the classification Micrographics Machine Operator as part of the ongoing effort to update all classifications at least every five years. This specification was last reviewed in 1994. There are three incumbents assigned to this position.

No revisions to the definition, minimum qualifications, probationary period, examination type or probationary period were recommended. Revisions to the examples of work were recommended to better clarify the duties performed by incumbents. Revisions to the knowledge, skills and abilities section of the specification were recommended to more accurately define the skills needed to perform the tasks.

A motion to approve the request was made, seconded, and passed unanimously.

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Re: *Request of the Civil Service Commission staff to revise the specification for the classification Housing Rehabilitation Programs Coordinator (Class Code 2049).*

This item was deferred.

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Re: *Request of the Civil Service Commission staff to revise the specification for the classification Parking Meter Collector I, retitle it to read Parking Meter Collector and amend Rule XI accordingly (Class Code 1300).*

This item was deferred.

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Re: *Request of the Civil Service Commission staff to revise the specification for the classification Parking Meter Collector II, retitle it to read Parking Meter Collection Supervisor, change the probationary period to 365 days and amend Rule XI accordingly (Class Code 1301).*

This item was deferred.

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Re: *Request of the Civil Service Commission staff to revise the specification for the classification Maintenance Carpenter (3515).*

This item was deferred.

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Re: *Request of the Civil Service Commission staff to revise the specification for the classification Maintenance Plumber (Class Code 3911).*

This item was deferred.

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Re: *Request of the Civil Service Commission staff to revise the specification for the classification Automotive Body Repair Supervisor (Class Code 3469).*

This item was deferred.

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Re: *Request of the Civil Service Commission staff to revise the specification for the classification Automotive Body Mechanic (Class Code 3468).*

This item was deferred.

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Re: *Request of the Civil Service Commission staff to revise the specification for the classification Custodial Worker (Class Code 3525).*

PRESENT: Michael Maloney, Personnel Analyst II

Michael Maloney presented the Commission's request to revise the specification for the classification Custodial Worker as part of the ongoing effort to update all classifications at least every five

years. This specification was last reviewed in 1992. There are currently ninety-six incumbents in this classification.

No revisions to the definition, minimum qualifications, Knowledge, skills and abilities, probationary period or examination type. Revisions to the examples of work section of the specification were requested to more accurately describe the types of tasks and duties job incumbents engage in.

A motion to approve the request was made, seconded, and passed unanimously.

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Re: *Residency Hearing Reviews*

No residency hearing reviews were submitted this month.

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Re: *Personnel Actions*

No personnel actions were submitted this month.

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Re: *ADMINISTRATIVE/JURISDICTIONAL REVIEWS*

Deferred to later in today's meeting.

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The Commission recessed its regular meeting at 1:15 p.m. to consider the deferred items.

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The Commission reconvened its regular meeting at 1:35 p.m.

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Re: *Review and approval of the October 29, 2001, Regular Commission Meeting minutes.*

The minutes were approved as written.

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Re: *Review of the findings and recommendation of the Trial Board for a hearing held on August 13, 2001 - Geneva F. Everett - Appeal Number 01-BA-0008.*

The Commission adopted the recommendation of the trial board to affirm the action of the appointing authority terminating Ms. Geneva Everett from the position of Food Service Helper at the Columbus Public Schools.

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Re: *ADMINISTRATIVE/JURISDICTIONAL REVIEWS*

Review of the appeal of Misha Philipwagner regarding the rejection of her application for the Customer Service Representative examination – Appeal No. 01-CA-0026.

The Commissioners reviewed the appeal filed by Ms. Philipwagner on November 1, 2001, regarding the rejection of her application for Customer Service Representative because of insufficient experience as required.

The experience section of the application clearly states that only the jobs listed on the application will be considered in determining eligibility. Therefore, the job information that she later submitted on a resume could not be considered.

Based upon this, the Commission upheld the rejection of her application for Customer Service Representative and dismissed her appeal with a hearing pursuant to Rule XIII(G)(1).

Review of the appeal of John J. Douglass IV regarding the denial of his request for sick leave by the Columbus Public Schools – Appeal No. 01-BA-0022.

The Commission reviewed the appeal filed by Mr. Douglass on October 25, 2001, relative to the denial by the Columbus Public Schools of his request for sick leave with pay for absence resulting from physical assault on him while at work.

The subject of sick leave with pay for absence resulting from a physical assault on an employee is provided for in the Agreement between the Columbus School Employees Association and the Columbus Board of Education and the Commission has no jurisdiction over the subject matter of his appeal.

Based upon this, the Commission dismissed Mr. Douglass' appeal without a hearing because of lack of jurisdiction.

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Re: *BACKGROUND ADMINISTRATIVE REVIEWS*

Background Administrative Reviews
November 15, 2001

Wendy Thrall	Police Communication Technician	01-BR-094
Paul A. Wetshtein	Police Officer	01-BR-095
Lequisha Jordan	Police Communication Technician	01-BR-096
Lance Leeper Sr.	Police Officer	01-BR-097

The Commissioners reviewed the files of Wendy Thrall and Lequisha Jordan and decided that their names would not be reinstated to the Police Communication Technician's eligible list. After reviewing the files for Paul A. Wetshtein and Lance Leeper Sr. and decided their names would not be reinstated to the Police Officer eligible list.

Commission President Tyson stated that at the October 29, 2001, meeting it was erroneously read into the record that Jennifer L. Holcomb would be reinstated to the Police Communication Technician's eligible list. Jennifer L. Holcomb was approved for reinstatement to the Police Officer's eligible list.

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The Commission adjourned its regular meeting at 1:40 p.m. to hear a disciplinary matter.

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RE: *Hearing on the merits of the appeal of Francisca Figueroa-Jackson, from the action of the Department of Public Safety, Division of Fire, suspending her for 240 hours from the position for Firefighter –Case No. 01-CA-0010.*

Commission President Tyson read the charges and specifications into the record.

Charge I: Violation of the City of Columbus Equal Employment Opportunity Policy.

Specification 1: In that Fire Fighter Francisca Figueroa-Jackson did, on or about May 24, 1999, violate the City of Columbus Equal Employment Opportunity Policy, dated on or about January 29, 1994, by racially harassing Fire Lieutenant Judy Evergin-Brown in that Fire Fighter Figueroa-Jackson used racially offensive language during a conversation with Fire Lieutenant Evergin-Brown.

Specification 2: In that Fire Fighter Francisca Figueroa-Jackson did, on or about March 15, 1999, violate the city of Columbus Equal Employment Opportunity Policy, dated on or about January 29, 1994, by racially harassing Fire Lieutenant Judy Evergin-Brown in that Fire Fighter Figueroa-Jackson caused racially offensive literature to be distributed to Fire Lieutenant Evergin-Brown.

Commission President Tyson noted that at 1:45 p.m. neither Firefighter Figueroa-Jackson nor any person representing her was present. Assistant City Attorney Michael Matuska was present. President Tyson stated on the record that Firefighter Figueroa-Jackson's appeal was dismissed based on failure to prosecute.

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The Commission adjourned its hearing at 1:48 p.m.

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Priscilla R. Tyson, Commission President

December 17, 2001

Date